

Hudson Valley Community College

80 Vandenburg Avenue, Troy, New York 12180

MINUTES

The monthly meeting of the Board of Trustees of Hudson Valley Community College was held on Tuesday, March 29, 2022, on the college campus, 80 Vandenburg Avenue, Troy, New York; via remote meeting and live streamed for the public on the college's website at www.hvcc.edu.

PRESENT

Neil J. Kelleher, Chairman
Judith Breselor
William Fagan
Flora Fasoldt
William C. Jennings
Wayne Pratt
Brian Zweig

EXCUSED

Philip J. Danaher
Talia Edwards
Thomas P. Grant

ALSO PRESENT

Dr. Roger A. Ramsammy, President
George J. Raneri, Secretary to the Board
Suzanne Kalkbrenner, Assistant Secretary to the Board

J. Ashdown	M. Geehan	K. Paquette
J. Blaha	E. Hatter	K. Petley
J. Braungard	G. Healy	R. Pinke
J. Bourdeau	P. Hill	H. Rodriguez
C. Campana	B. Kearns	D. Seaman
D. Christian	D. Kennedy	D. Shoemaker
A. Collins Schroeder	E. Kiel	J. Stenard
L. Coplin	P. Klimkewicz	R. Wilson
A. Courter	I. LaChance	J. Yost
J. DiLorenzo	R. LaGatta	A. Zhang
S. Ely	L. Lavigne	

Chairman Kelleher called the meeting to order at 5:34 p.m. On behalf of his wife Lisa and himself, he thanked everyone for their condolences on the passing of Lisa's mother earlier this year.

Upon a motion by Mr. Pratt, seconded by Ms. Breselor, the following resolution was adopted unanimously.

MINUTES

Resolved, that the minutes of the regular meeting of the Board of Trustees, held on February 22, 2022, be and hereby are, approved.

Upon a motion by Mr. Fagan, seconded by Dr. Jennings, the following resolution was adopted unanimously.

**HVCC FY 2020-2021
AUDITED
FINANCIAL
STATEMENTS**

Resolved, that the request to accept Hudson Valley Community College's audited financial statements College's Audited Financial Statements for the fiscal year September 1, 2020 through August 31, 2021, as conducted by UHY LLP., be, and hereby is, approved.

Upon a motion by Dr. Jennings, seconded by Ms. Fasoldt, the following resolution was adopted unanimously.

**CURRICULUM
CHANGES**

Resolved, that the following curriculum changes, as recommended by the Academic Senate and the President, be, and hereby are, approved:

A. SCHOOL OF BUSINESS AND LIBERAL ARTS

1. English, Foreign Languages, and English as a Second Language

New Courses:

ASLN 200 – American Sign Language and Deaf Culture III

ASLN 200 is a continuation and expansion of ASLN 100 and 101. Along with these courses and ASLN 201, it will provide students with a strong foundation in American Sign Language and Deaf Culture. Knowledge of ASL and Deaf Culture can not only enhance students' understanding of and involvement with the deaf community--whether through social life, family life, or advocacy--it can also benefit them in their chosen field of work. While HVCC does not currently have a full program in ASL, these courses will help students transfer to colleges that do, and the skills and knowledge gained in these courses will be beneficial to people working in many different industries. There are no other SUNY community colleges in the capital district or the Adirondacks with courses beyond ASL II.

ASLN 201 – American Sign Language and Deaf Culture IV

ASLN 201 is a continuation and expansion of ASLN 100,101, and 200. Along with these courses, it will provide students with a strong foundation in American Sign Language and Deaf Culture. Knowledge of ASL and Deaf Culture can not only enhance students' understanding of and involvement with the deaf community--whether through social life, family life, or advocacy--it can also benefit them in their chosen field of work. While HVCC does not currently have a full program in ASL, these courses will help students transfer to colleges that do, and the skills and knowledge gained in these courses will be beneficial to people working in many different industries. There are no other SUNY community colleges in the capital district and the Adirondacks with courses beyond ASL II.

Changes to Existing Courses:

ENGL 102 - English Composition II

Change in Prerequisites. With the creation of ENGL 100 and ESLS 100, it is necessary to include those courses as prerequisites to ENGL 102.

ENGL 104 – English Composition II: Writing About Literature

Change in Prerequisites. With the creation of ENGL 100 and ESLS 100, it is necessary to include those courses as prerequisites to ENGL 102. It was also discovered that ENGL 104 does not list ESLS 101 as a prerequisite. As ESLS is equivalent to ENGL 101, it should also be listed as a prerequisite.

ENGL 106 – English Composition II: Writing for Technicians

Change in Prerequisites. With the creation of ENGL 100 and ESLS 100, it is necessary to include those courses as prerequisites to ENGL 102. It was also discovered that ENGL 104 does not list ESLS 101 as a prerequisite. As ESLS is equivalent to ENGL 101, it should also be listed as a prerequisite.

B. SCHOOL OF HEALTH SCIENCES**1. Cardiorespiratory & Emergency Medicine****Change to Existing Program/Certificate:****Health Sciences Certificate**

The purpose of the Health Science Certificate is to provide a matriculated program option for the students who do not meet the minimum requirements for the Health Science degrees. Previous entrance requirements would preclude students with GEDs from entering the certificate program. Additional classes have been developed and some have become de-activated since the inception of this certificate. The Restricted Elective category is being updated to better reflect courses currently offered.

C. SCHOOL OF STEM**1. Applied Technologies****New Certificate:****Electric and Autonomous Vehicles**

To better prepare the automotive workforce for the wave of electric vehicles entering the market, Hudson Valley Community College is proposing Electric and Autonomous Vehicles Certificate that focuses on the diagnosis and repair of Hybrid, Autonomous and Electric Vehicle Systems. This 1 year, 28 credit Certificate will walk students through all the related technologies associated with hybrid and electric vehicles, as well as advanced driver assistance systems (ADAS) and vehicle cyber-security. With industry support, we hope to graduate job-ready students each year, helping to fill the upcoming needs of this emerging sector.

Change to Existing Programs:**Electrical Construction and Maintenance, A.O.S.**

Change in Degree Requirements. The reason for the change from MATH 105, Applied Technical Mathematics I and MATH 106 Applied Technical Mathematics II to Restricted Mathematics Elective is to provide students who have completed a higher level Mathematics course more efficient advisement without extra paperwork. The Mathematics Department impact may see enrollment changes in Mathematics courses.

Heating/Air Conditioning/Refrigeration Technical Services, A.O.S

Change in Degree Requirements. The reason for the change from MATH 105, Applied Technical Mathematics I to Restricted Mathematics Elective is to provide students who have completed a higher level Mathematics course more efficient advisement without extra paperwork. This change will give HVAC students more efficient advisement sessions.

Change to Existing Courses:**AUTO 281 Motors and Control**

Change in Prerequisites. The change is for CISS 100 Introduction to Computing and Information Science and AUTO 280 Electric and Hybrid Vehicles to be removed from the Prerequisite and add to Pre or Co-requisite to allow students to enroll in the Electric and Autonomous Vehicles Certificate.

AUTO 285 Vehicle Data Security

Change in Prerequisites. The change is for ELET 120 Personal Computer Hardware to be removed from the Prerequisite and add to Pre or Co-requisite to allow students to enroll in the Electric and Autonomous Vehicles Certificate.

Upon a motion by Ms. Fasoldt, seconded by Mr. Fagan, the following resolution was adopted unanimously.

**FACULTY STUDENT
ASSOCIATION (FSA)
OPERATING
BUDGET, FY 2022-2023**

Resolved, that the request to approve the Faculty Student Association's operating budget for fiscal year 2022-2023, totaling \$ 6,767,266 in revenues and \$ 6,765,548 in expenditures, as approved by the Faculty Student Association Board of Directors on March 7, 2022, be, and hereby is, approved.

Upon a motion by Ms. Breselor, seconded by Mr. Pratt, the following resolution was adopted unanimously.

**2022 RETIREMENT
INCENTIVE
PROGRAM FOR
HVCC FACULTY
ASSOCIATION**

Resolved, that the request for approval of the 2022 Retirement Incentive Program for the Hudson Valley Community College Faculty Association, be, and hereby is, approved. The resolution shall read as follows:

RESOLUTION APPROVING A 2022 RETIREMENT INCENTIVE PROGRAM FOR THE HUDSON VALLEY COMMUNITY COLLEGE FACULTY ASSOCIATION

WHEREAS, The College has proposed providing the benefits of a one-time (1) Retirement Incentive Program for eligible employees of the Faculty Association who retire with an effective date of retirement during the open period commencing on March 15, 2022 and ending on May 15, 2022; and

WHEREAS, Eligible employees must be a minimum of fifty-five (55) years of age with twenty (20) years of equivalent full-time service at Hudson Valley Community College with a combined total of age and service totaling at least seventy-five (75) years; and

WHEREAS, Eligible employees must notify the President of Hudson Valley Community College in writing of their irreversible intent to retire no less than twenty-one (21) days before the effective date of retirement; and

WHEREAS, Eligible employees who retire under this incentive will follow the terms and conditions for retirement in accord with their respective Collective Bargaining Agreement; and

WHEREAS, the 2022 Retirement Incentive Program provides 2 options for teaching faculty as follows:

Option 1: A one (1) time payout of one-half (1/2) of the employee's 2021/22 annual salary (no overtime, overload, stipends, or additional earnings) up to a maximum of forty thousand dollars (\$40,000) which will be paid by separate check. Retirement will be effective upon completion of Spring 2022 responsibilities. All payments must be made no later than August 26, 2022. Any and all health insurance will continue until August 31, 2022; or

Option 2: A one (1) year, two (2) semester stepdown, along with a one (1) time payout of twenty percent (20%) of the employee's 2022/2023 annual salary (no overtime, overload, stipends, or additional earnings) which will be paid by separate check. The second year teach-down is one-half (1/2) the normal assigned workload, not to exceed a total of sixteen (16) hours for the 2022/2023 academic year. Retirement will be effective upon completion of Spring 2023

responsibilities. All payments must be made no later than August 25, 2023. Any and all health insurance will continue until August 31, 2023; and

WHEREAS, The 2022 Retirement Incentive Program for non-teaching faculty will have similar terms and conditions as outlined above except the two (2) semester stepdown will be a fifty percent (50%) reduction in work hours; and

WHEREAS, Hudson Valley Community College has executed a Memorandum of Agreement with the Faculty Association outlining the parameters of the retirement incentive, now, therefore, be it

RESOLVED, that the request for approval of the Retirement Incentive Program commencing on March 15, 2022 and ending on May 15, 2022 and detailed above, be, and hereby is, approved.

INFORMATION ITEMS

The following information items were noted:

INFORMATION ITEMS

A. DEPARTMENT CHAIRPERSON

1. School of STEM

Joseph Dana, Department Chair,
Engineering, Architecture, Construction, Computer Science and Mathematics Department,
f/t prob. appt., eff. 3/7/22

\$64,661/yr
+\$10,000 stipend

B. FULL-TIME FACULTY

1. School of Health Sciences

Emily Murphy, Instructor,
Dental Hygiene,
f/t prob. appt., eff. 9/1/22

\$48,981/yr

C. NON-TEACHING PROFESSIONALS

1. Administration and Finance

Kristin Kilmer, Financial Aid Advisor,
Financial Aid,
f/t prob. appt., eff. 3/21/22

\$41,000/yr

Daniel Seaman, Director of Facilities,
Facilities/Physical Plant,
f/t appt., eff. 3/14/22 or thereafter

\$120,000/yr

2. Educational Opportunity Center

Darien Orange, Counselor,
Educational Opportunity Center,
f/t prob. appt., eff. 3/21/22 or thereafter

\$46,000/yr

Sharon Thomas, Assistant to the Coordinator of Student Services,
Educational Opportunity Center,
f/t appt., eff. 3/4/22 or thereafter

\$38,000/yr

3. Student Affairs

Robyn Peterson, Technical Assistant,
Office of Enrollment Services and Registrar,
f/t prob. appt., eff. 2/23/22 or thereafter

\$37,500/yr

D. FULL-TIME NON-INSTRUCTIONAL/CLASSIFIED STAFF1. Administration

Susan Geary, Principal Account Clerk,
Facilities/Physical Plant,
f/t appt., eff. 3/23/22 or thereafter \$ 21.1459/hr

Olizia Menendez, Custodial Worker,
Facilities/Physical Plant,
f/t prob. appt., eff. 3/3/22 or thereafter \$15.00/hr

Tracy Ward, Custodial Worker,
Facilities/Physical Plant,
f/t prob. appt., eff. 3/3/22 or thereafter \$15.00/hr

Justin Waters, Special Assignment Custodial Worker,
Facilities/Physical Plant,
f/t prob. appt., eff. 3/3/22 or thereafter \$15.59/hr

E. PART-TIME FACULTY1. Academics

Christine Macaione, Instructor,
Community and Professional Education,
p/t appt., eff. 3/4/22 or thereafter \$25.00/hr

F. RESIGNATIONS

1. Jonathan Brennan, Chief Information Officer, eff. 1/24/22
2. Wendy Carpenter, Assistant Coordinator of Student Services-Testing, EOC, eff. 3/10/22
3. Robert Haney, Assistant Director of Human Resources, eff. 4/8/22
4. Matthew Lansing, Assistant Professor, Mortuary Sciences, eff. 5/14/22

G. RETIREMENT

1. Cheryl Beauchamp, Director of Grants, eff. 3/4/22
2. Robert Connolly, Offset Printer, Creative Services, eff. 3/31/22
3. Joseph Forget, Associate Professor, EOC Culinary Training, eff. 6/27/22
4. Deborah Richey, Director of Human Resources, eff. 9/9/22
5. Thomas Towsley, Campus Peace Officer, Public Safety, eff. 3/31/22

H. HVCC MONTHLY FINANCIAL REPORTS

1. 2021-2022 Fiscal Year Operating Budget Summary as of 2/28/2022
2. Capital Expenditures, February 2022 and cumulative

I. FACULTY STUDENT ASSOCIATION FINANCIAL REPORTS

1. FSA Financial Reports, period ending 2/28/2022

J. ADVISORY BOARD APPOINTMENTS1. **School of STEM**Building Systems Technology

Michael J. Stump, President, Mullally Bros. Inc

Upon a motion by Dr. Jennings, seconded by Ms. Breselor, an executive session was called at 5:38 p.m. for the purposes of discussion of a personnel matter.

**EXECUTIVE
SESSION**

Upon a motion by Mr. Fagan, seconded by Mr. Zweig, the executive session was ended at 5:56 p.m. and Chairman Kelleher opened the meeting.

APRIL MEETING

The next monthly meeting of the Board of Trustees will be held on Tuesday, April 26, 2022.

Upon motion by Dr. Jennings, seconded by Mr. Fagan, the meeting was adjourned at 5:57 pm.

ADJOURNMENT



Suzanne Kalkbrenner
Assistant Secretary to the Board